

**PROCEDURAL GUIDE
FOR
STATE RESPONSIBILITY AREA
FIRE PREVENTION FUND
GRANT PROGRAM**

**AUTHORIZED BY
Assembly Bill X1 29
(Chapter 8, Statutes of 2011-12 First Extraordinary Session)**

State Responsibility Areas: Fire Prevention Fees

PRC 4214(d)(2)

**FUNDED BY
Chapter 10, 11 & 321, Statutes of 2015, Budget Act of 2015**



**State of California – The Natural Resources Agency
California Department of Forestry and Fire Protection**

Table of Contents

INTRODUCTION.....	4
Purpose.....	4
Maximum Award	4
Project Types and Activities	4
Hazardous Fuel Reduction	4
Fire Prevention Education and Training	5
Fire Prevention Planning	5
Examples of non-qualifying project types and activities.....	5
ELIGIBILITY, CONDITIONS, AND IMPORTANT POINTS	5
Eligibility	5
Conditions	6
Important Points	7
REVIEW AND EVALUATION FACTORS	9
Review Process	9
Evaluation Factors (Ranking Criteria)	9
APPLICATION PROCESS and PROJECT ADMINISTRATION.....	12
Stage 1 - Project Application	12
Stage 2 - Grant Selection - Occurs Mid-March 2016.....	13
Stage 3 - Completed Grant Agreements - Due April 15, 2016.....	13
Stage 4 - Grants Awarded - Late April to Early May 2016	14
Project Amendments and Termination	14
Changes to Approved Project.....	14
Accounting Requirements	15
Loss of Funding.....	15
Eligible Costs.....	16
Ineligible Costs	17
Payment of Grant Funds	17
Advance Payment of Grant Funds (non-profits only).....	18
State Audit.....	19
EXPLANATION OF TERMS.....	20
APPENDICES	22
Appendix A - TERMS AND CONDITIONS OF GRANT AGREEMENT	23
I. RECITALS.....	23
II. SPECIAL PROVISIONS.....	23
III. GENERAL PROVISIONS.....	24
APPENDIX B - CEQA Compliance	32
APPENDIX C - Sample Resolution	34
APPENDIX D - Invoice.....	35
Invoice Guidelines	35
Sample invoice	37
APPENDIX E - Check Lists	38
Project Application Package Check List	38
Grant Agreement Package Check List	38
Appendix F - Project Application	39
Project Application Form	39

Project Application Instructions	43
Appendix G - Project Scope of Work.....	47
Scope of Work Instructions.....	47
Project Scope of Work.....	48
Appendix H - Project Map	55

INTRODUCTION

This guide addresses procedures to be used for the Grant Program funded by the State Responsibility Area Fire Prevention Fund (SRAFPF). This Grant Program is being administered by the California Department of Forestry and Fire Protection (CAL FIRE), and includes information on how these grant funds may be used. The SRAFPF Grant Program provides funding for fire prevention projects and activities related to hazardous fuel (vegetation) reduction, fire prevention planning, and fire prevention education and training that addresses the risk and potential impacts of wildfire to habitable structures throughout the entire State Responsibility Area (SRA) of California. The SRA is comprised of approximately 31 million acres of land throughout California where the State has the fiscal responsibility of wildfire prevention and suppression. Funding for this year's SRAFPF Grant Program consists of \$5 million appropriated in the 2015 Budget Act, and has been provided for distribution during the 2015-16 Fiscal Year only.

Purpose

The purpose of the SRAFPF Grant Program is to undertake fire prevention projects and activities that address the risk and potential impacts of wildfire to habitable structures throughout the entire SRA.

Maximum Award

The grant request is capped at \$100,000 of which capital equipment may not exceed \$40,000.

Project Types and Activities

Qualifying projects and activities include those related to hazardous fuel reduction, fire prevention planning, fire prevention education and training that reduce the risk and potential impact of wildfire upon habitable structures in the SRA. Examples of qualifying projects and activities include, but are not limited to, the following:

Hazardous Fuel Reduction

- Vegetation clearance in critical locations to reduce wildfire intensity and rate of spread
- Creation or maintenance of fuel breaks in strategic locations, as identified in CAL FIRE Unit Fire Plans, a Community Wildfire Protection Plan, or similar strategic planning document
- Removing ladder fuels to reduce the risk of crown fires
- Removing dead and dying trees
- Community level fire prevention programs, such as community chipping days, roadside chipping, and green waste bin programs
- Elective tree removal (thinning) to improve forest health to withstand wildfire
- Modification of vegetation adjacent to roads to provide for safer ingress and egress of evacuating residents and responding emergency personnel

- Reduction of fuel loading around critical firefighting infrastructure, including, but not limited to, fire hydrants, water drafting locations, and staging areas

Fire Prevention Education and Training

- Fire prevention public education

Fire Prevention Planning

- Wildfire risk or related mapping
- Creation of strategic wildfire planning documents, such as a Community Wildfire Protection Plan (CWPP)

Examples of non-qualifying project types and activities

- Purchase of capital equipment greater than \$40,000 in SRAFPF Grant funds
- Defensible space inspection work by non-CAL FIRE entities
- Installation, creation, upgrade, or maintenance of fire protection features, such as roads, bridges, or water storage facilities
- Any project submitted by a State, Federal, or for profit company or corporation
- Projects or activities with administrative costs greater than 12%
- Projects or activities utilizing CAL FIRE staff without corresponding reimbursements or request funding for services already provided by CAL FIRE

ELIGIBILITY, CONDITIONS, AND IMPORTANT POINTS

Eligibility

Eligible applicants may be local entities including, but not limited to, the following:

- Local government, including
 - Counties
 - Fire Districts
 - Community Services Districts
 - Water Districts
 - Special districts with SRA within their jurisdiction
- Certified Local Conservation Corps
- Fire Safe Councils recognized through the California Fire Safe Council
- Other nonprofit organizations with a 501(c)(3) designation

In situations where a local government has contracted with CAL FIRE for fire protection services, it is considered a local government for purposes of this grant program.

Applicants may not be one of the following:

- State agency

- Federal agency
- Privately held for profit company or corporation
- Individual landowners (requesting a grant specifically for a project to be completed on only his/her own land)
- Tribes, tribal entities, and homeowners associations or other associations unless they have nonprofit status as described above.

Conditions

1. Grants can be made only to “eligible” applicants.
2. Grants must be for projects and/or activities within the SRA.
3. Qualifying projects and activities under a grant are limited to those where the proposed project or activity addresses the risk or potential impact of wildfire to habitable structures in the SRA.
4. Grantees must have the ability to satisfactorily plan, administer, and complete a fire prevention project applicable to the SRA.
5. For some projects, the grantee may be required to prepare a California Environmental Quality Act (CEQA) document. Those projects requiring CEQA review are required to provide documented compliance within one year of Grant Execution. Documented CEQA compliance is required prior to commencing any on-the-ground activity.
6. For hazardous fuel reduction projects:
 - Projects proposed on a “forested landscape” will require a Registered Professional Forester (RPF) to design and oversee any fuel hazard reduction vegetation removal (consistent with PRC Section 753 & 754). The RPF will conduct at least one site visit during active project operations to ensure vegetation removal is being conducted according to the prescription. A RPF is not required to provide the general project information required in the Scope of Work during the grant application phase, but the applicant must demonstrate how CEQA compliance will be met, including RPF involvement, in Item E4 of the Project Scope of Work and include this cost in the budget if applicable.

PRC Section 754 - "Forested landscapes" means those tree dominated landscapes and their associated vegetation types on which there is growing a significant stand of tree species, or which are naturally capable of growing a significant stand of native trees in perpetuity, and is not otherwise devoted to non-forestry commercial, urban, or farming uses.

- Projects outside of a “forested landscape” should consider the use of a professional ecologist, biologist, certified rangeland manager, or other

professional with knowledge of local ecosystem processes, to develop an appropriate fuel hazard reduction removal project. The project prescription should consider retention of habitat elements, including, but not limited to, ground cover necessary for the long term management of local wildlife populations, when such retention is compatible with the fuel hazard reduction goals of the project.

- Fuel reduction vegetation treatment prescriptions shall focus on selectively removing trees and brush with a goal of reducing fire hazards, improving tree growth, and increasing forest resilience. In addition, trees and brush selected for removal must include vegetation that eliminates the vertical and horizontal continuity of vegetative fuels for the purpose of reducing the rate of fire spread, duration and intensity, fuel ignitability, or ignition of tree crowns.
 - Required project deliverables for all hazardous fuel reduction projects to be included in Item E3 of the Project Scope of Work.
 1. Pre and post- treatment description of site conditions and project results relative to vegetative conditions and wildfire hazard reduction goal accomplishments.
 2. GIS data files supporting the project map to allow CAL FIRE to accurately document the spatial extent of the project.
 3. Documented CEQA compliance within 1 year of grant execution.
 4. Documentation of at least one site visit during active project operations to ensure vegetation removal is being conducted according to the prescription.
7. Grant applications must describe the method used to determine the grant amount requested. This methodology must include the grant costs less any income from forest products or other revenues received from the grant implementation.
 8. All project and activity work related to grants must be completed by March 15, 2018, or the project completion date specified in the grant application, whichever is earlier.

Important Points

1. Each application should focus on one of the following major activities:
 - Fire Prevention Education and Training
 - Fire Prevention Planning
 - Hazardous Fuels Reduction
2. The scope and costs of each project or activity may not exceed \$100,000. Maximizing distribution of grants across the SRA is one of the major goals of the program. Projects or activities in excess of this cap will be rejected.
3. Submission of Application is due by **January 7, 2016 by 3:00 pm PST**.

4. Work on the proposed SRAFPF grant projects or activities may not commence until there is a fully executed agreement between CALFIRE and the Applicant.
5. No ground disturbing work may commence until the requirements of CEQA have been satisfied.
6. Agreements for funds appropriated by the Legislature must be executed (signed) within the period of availability provided for in the State Budget.
7. For any hazardous fuel reduction grants, the CAL FIRE Unit or contract county staff must be contacted to conduct an inspection of the modification efforts prior to invoicing CAL FIRE for completed work. CAL FIRE will conduct an inspection to verify that work to be invoiced has been satisfactorily completed according to the deliverable items described within the grant documentation. The invoice will be forwarded to Region Headquarters for review and then to Sacramento Headquarters for subsequent approval of payment. Expect payment to take six to eight weeks from the time an invoice is submitted.
8. A resolution or attesting document is required on all SRAFPF grants that involve nonprofit organizations and local government entities such as Fire Protection Districts and Resource Conservation Districts. The attestee cannot be the same individual as designated by the Board to sign the agreement. Please refer to the sample resolution (Appendix C).

Note: Where the line indicates 'whereas, the Board designates (designee's title)', list the title rather than an individual's name. In the event the individual retires or leaves the organization, a new resolution designating a replacement will be required if a name is listed rather than the working title. The resolution should name the designee for not only entering into agreements on behalf of the board, but also the authorized signatory for invoices.

9. The SRAFPF grants are not designed for nor intended to create or substantially support ongoing administrative positions.
10. A final report outlining the following items will be due to the Unit Project Manager at the conclusion of the grant:
 - Grant title
 - Project number
 - Final type and scope of project
 - Final cost of project
 - Positive and negative critique of process and activities
 - Accomplishment description
 - Future needs to sustain the project
 - Lessons learned
11. Inclusion of an indirect or administrative charge is acceptable for this grant program, but must not exceed 12% of the total amount of grant funds provided to the grantee.

REVIEW AND EVALUATION FACTORS

Review Process

The review process to be used by CAL FIRE for the applications involves three levels:

- LOCAL – CAL FIRE Units/Contract Counties
- REGIONAL – CAL FIRE Regions
- STATEWIDE – a statewide review team. The statewide review team shall prepare a list of recommended projects and activities across all of SRA for consideration by the Director of CAL FIRE.

The Director will make decisions on approved projects and activities taking into consideration the recommendations of the statewide review team. The goal is to achieve a mix of projects and activities that contributes as much as possible to fire prevention efforts that address the risk and potential impact of wildfire to habitable structures across SRA.

At each level emphasis will be placed on projects and activities that address risk and potential impact of wildfire to habitable structures in SRA. Additionally, to the extent possible, a project or activity will not be selected if it conflicts or competes with another proposed or approved project.

Evaluation Factors (Ranking Criteria)

In evaluating applications, CAL FIRE is seeking information that allows it to consider the following factors:

1. The project/activity addresses risk and potential impact of wildfire to habitable structures in SRA.
 - The project/activity is fully defined.
 - The project/activity includes SRA Fire Hazard Severity Rankings and indicates areas and their relative proportion of Very High, High and Moderate Fire Hazard Severity Zones as adopted by the Director and identified in the CAL FIRE map located at http://www.fire.ca.gov/fire_prevention/fire_prevention_wildland_zones_maps.php.
 - The proposed project/activity is located near or substantially includes habitable structures at risk to damage from wildland fire in the SRA and adequately describes how it will address the risk and/or potential impact of wildfire to habitable structures.
 - Other assets related to habitable structures in SRA at risk of impact of wildfire may be involved. This includes community infrastructure including, but not limited to, buildings, domestic and community water supplies, power lines, and communications facilities. If the project/activity does involve community

infrastructure, it must explain how it will address the risk and/or impact of wildfire to these assets.

2. The project/activity is related to or part of one or more strategic plan(s)
 - The project/activity is included in or consistent with one or more of the following plans: CAL FIRE Unit or Contract County Fire Plan, a Community Wildfire Protection Plan (CWPP), or another long term plan or program (such as FIREWISE) that addresses the risk and possible impact of wildfire to habitable structures in SRA.
 - The project/activity proposes to create, or update, a long term fire hazard reduction planning document affecting or involving habitable structures in SRA, such as a CWPP, Community Evacuation Plan, or other strategic planning document.
 - The project/activity takes into account other high priority projects in the last five years in the Unit/Contract County (approved – but not started, in progress, or completed) and adds to these efforts.
 - The project/activity will lead to the completion of a high priority project in one or more of these plans which will tie to other projects.
 - The project/activity strategically advances the protection of *SRA Wildland Urban Interface (WUI)* across a Region and/or the State.
3. Community support exists.
 - The project/activity includes matching funds or in-kind contributions that will extend the impact of the proposed project. Please note that although matching funds are not required the existence of matching funds would be a positive factor.
 - The project/activity includes plans for external communications, such as planned press releases, project signage, community meetings or field tours that all, or in part, reach owners and residents of habitable structures in SRA.
 - Written public support has been expressed or obtained.
4. There is a plan in place to guide implementation.
 - The project/activity includes a time line that addresses potential limitations and includes milestones to measure its progress during project implementation.
 - The project/activity includes an accurate set of deliverables that are measurable and attainable.

5. The detailed budget is clear and reasonable

- The proposed budget shows how grant funds will be spent.
- Administrative personnel costs are reasonable for the project/activity proposed and must be less than 12% of the total grant request.
- Costs are reasonable for the size, scope, and anticipated benefit of the proposed project/activity.

6. There is demonstrated capacity to administer a grant

- The applicant shows an acceptable amount of experience in administering grants. This is largely based on successfully administering other grant-funded projects/activities over the past five years. Project proponents having no previous experience with similar projects should discuss any past experiences that may help show a capacity to successfully complete the project being proposed. This may include partnering with a more experienced organization that can provide project support.

APPLICATION PROCESS and PROJECT ADMINISTRATION

The overall application process for the SRAFPF Grant is a four stage process.

Stage 1- Project Application: Due no later than January 7, 2016 at 3:00pm PST
During the Project Application stage, applicants will submit a detailed application.

Stage 2- Grant Selection: mid-March, 2016
Successful Grant Applicants will be notified in this stage.

Stage 3- Grant Agreement: Due no later than April 15, 2016
During the Grant Agreement stage, the project applicant will prepare and provide additional administrative detail for the complete agreement package.

Stage 4- Grant Award: late April to early May 2016
In the Grant Award stage, official signatures are submitted and the grant is awarded.

Stage 1 - Project Application

Due January 7, 2016 at 3:00 pm PST

Applicants will request a Project Tracking Number by emailing one of the following:

CALFIRE.Grants@fire.ca.gov
Joy.Tucker@fire.ca.gov
Virginia.Hernandez@fire.ca.gov

The request shall include the applicant organization name, name of the CAL FIRE Unit the project or activity will be located in, and the name of the project (if available). It is highly recommended that applicants request this information at least one week prior to the due date to allow for timely response on your request.

Applicants will submit a project application package. The project application package consists of several attachments. These attachments are described in more detail in Appendix F of this Procedural Guide.

- Attachment 1 – Grant Application
- Attachment 2 – Scope of Work
- Attachment 3 – Proposed Project Budget
- Attachment 4 – Project map (PDF only)
- Attachment 6 – Articles of Incorporation including the Seal from the Secretary of State (for non-profit applicants only)

Attachments 1-4 become part of the Grant Agreement Package in Stage 2. Complete these attachments accurately to avoid delays due to corrections and revisions prior to final approval. If revisions are necessary during Stage 2, then the revised Attachments 1

- 4 will be used in final documents agreed upon by the State and the Applicant as part of the final Grant Agreement. Two methods of delivery (Email and Mail) of the Grant Application Package to CALFIRE are required:

- 1) Email the completed Grant Package to CALFIRE.Grants@fire.ca.gov no later than January 7, 2016 at 3:00 pm PST. Include yourself as a cc to this email as your send receipt.
- 2) Send the completed application with attachments to the following address postmarked no later than January 7, 2016:

Department of Forestry and Fire Protection
Attention: Grants Management Unit/SRAFPF Grant
P.O. Box 944246
Sacramento, CA 94244-2460

Stage 2 - Grant Selection - Occurs Mid-March 2016

Sacramento staff will review the project application packages for completeness and determine if the project/activity meets the objectives of the program. Applications found to meet these criteria will be sent to the appropriate locations to start the review process. Notification of grants selected for funding is anticipated to be sent to the applicant in late March 2016.

The notification package for successful grant applicants will include all required grant agreement forms.

Stage 3 - Completed Grant Agreements - Due April 15, 2016

Upon receipt of the Grant Agreement package, all applicants shall sign the three original signature grant agreements, and submit them with a copy of Attachments 1-5. Non-profit applicants only are required to submit Attachments 6 and 7. Attachment 5, the Payee Data Record, form and instructions can be retrieved from the Department of General Services web site: <http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf>.

The complete Grant Agreement package shall include a complete set of the following:

- The Grant Agreement with Terms and Conditions - 3 copies with original signatures
- Attachment 1 - Final Grant Application
- Attachment 2 - Final Scope of Work
- Attachment 3 - Final Project Budget
- Attachment 4 - Project map
- Attachment 5 - Payee Data Record Standard Form 204
- Attachment 7 - Board Resolution or Attesting Document granting authority to sign

Send the completed Grant Agreement package to the following address postmarked no later than April 15, 2016.

Department of Forestry and Fire Protection
Attention: Grants Management Unit/SRAFPF Grant
P.O. Box 944246
Sacramento, CA 94244-2460

Applicants shall return three complete, original signed agreements to the Sacramento Grants Management Unit postmarked no later than April 15, 2016. Grant packages not completed and/or not received by this deadline may not be eligible for funding.

Stage 4 - Grants Awarded - Late April to Early May 2016

Once the grant agreement is received and signed by the appropriate officer at CAL FIRE, the approval process is complete. All Agreements must be signed and funds encumbered prior to the close of the fiscal year and per deadlines established by CAL FIRE's Department of Accounting.

A Unit fire prevention staff officer or other Unit employee will be named as the designated contact. The Unit Project Manager will work through the Region Program Manager on issues as necessary regarding the grant project. The Region Program Manager will contact the Sacramento Grants Management Units on administrative concerns related to the project. This CAL FIRE employee will conduct periodic and final inspections to insure compliance with project plan and environmental rules and regulations.

CAL FIRE may perform an audit of completed projects and activities as described on page 19 under "State Audit."

Grant Termination Date: - All project and activity work related to the grant must be completed by the Project Completion Date identified in the application and in no instance may be later than March 15, 2018.

Project Amendments and Termination

After Project commencement, an Agreement may be amended by written consent of both the State and Grantee. An agreement may be terminated by the State or Grantee upon providing written notice thirty (30) days in advance of termination to the other party.

Changes to Approved Project

A Grantee wishing to change the scope of an approved project at any stage shall submit the proposed change in writing to CAL FIRE for review and subsequent approval in writing. Any change must be consistent with the need cited in the original application and authorizing legislation. Any modification or alteration in the Project as set forth in the Grant Project Scope of Work on file with the STATE must be submitted to the STATE for prior approval.

Accounting Requirements

The Grantee shall maintain an accounting system that accurately reflects fiscal transactions, with the necessary controls and safeguards. This system shall provide a good audit trail, including original source documents such as receipts, progress payments, invoices, purchase orders, time cards, cancelled checks, etc. The system shall also provide accounting data so the total cost of each individual project can be readily determined. These records shall be retained by the grantee for a period of three years after final payment is made by the state. **Avoid audit exceptions – keep accurate records.**

Loss of Funding

The following are examples of actions that may result in a Grantee's loss of funding:
(Not a complete list)

- Grantee fails to obtain a Grant Agreement.
- Grantee fails to use all of its allocation.
- Grantee withdraws from the grant program.
- Grantee fails to complete the funded project (conform substantially to the Agreement).
- Grantee fails to submit all documentation within the time periods specified in the Grant Agreement.
- Grantee fails to submit evidence of CEQA compliance within one year of the execution of the agreement as specified by the Grant Agreement.
- Grantee changes the project scope without concurrence of the State.
- Grantee or the State terminates the project by written notice 30 days in advance.

Eligible Costs

Project cost must be consistent with the approved project and incurred during the performance period as specified in the grant agreement.

Budget Item	Eligible Cost
Salaries and Wages	Salaries and wages of employees employed by the grantee who are DIRECTLY engaged in the execution of the grant project. Limited to actual time spent on the grant project. Examples of expenditures include time related to site visits and project monitoring, and completion of reporting related to the grant project. Staff time related to accounting, business services, etc. are allowed only if those functions are not included in the grantee's overhead cost.
Benefits	Employer contribution share of fringe benefits associated with employees (paid from salaries and wages Budget Item) who are directly engaged in the execution of the grant project. This will include Social Security, Medicare, Health Insurance, Pension Plan costs, etc. as applicable for the specific employee.
Contractual	Direct consultant and contractual services necessary to achieve the objectives of the grant. Examples of contractual costs will be RPF supervision/certification, professional/consultant services (the costs of consultant services necessary for project planning and implementation), fire prevention contractor, etc. Procurement of contractual services should be documented to ensure selection on a competitive basis and documentation of price analysis.
Travel	Travel cost associated with travel to and from project sites, meetings, etc. directly related to the grant project and must be considered reasonable and necessary for the completion of the project. Reimbursement rates shall be consistent with the grantee's written travel policy. Absent a written policy, per diem shall not exceed the California Standard Per Diem Rate allowable by the U.S. General Services Administration. http://www.gsa.gov/portal/category/100120 Mileage rates shall not exceed the rates allowable by IRS. http://www.irs.gov/Tax-Professionals/Standard-Mileage-Rates
Supplies	Supplies that are used in the direct support of the project are allowable. Supplies exceeding \$500 per unit cost shall be documented to ensure procurement of supplies on a competitive basis and documentation of price analysis.

Equipment	Equipment is an item exceeding \$5,000 or more per unit cost and has a tangible useful life of more than one year. Cost to lease equipment to use in the grant project may be charged to the grant. Use of equipment owned by the grantee may be charged to the grant at a rate set by the California Department of Transportation "Labor Surcharge and Equipment Rental Rate" guide (http://www.dot.ca.gov/hq/construc/equipmnt.html). Purchase of equipment using grant funds is allowable only with prior approval by CAL FIRE. A cost-benefit analysis to justify the cost of purchasing equipment versus leasing must be provided. Procurement of equipment must be done on a competitive basis and include documentation of price analysis. Grantee must include in the application package the proposed use and maintenance plans for equipment after the performance period of the grant. Disposition of equipment beyond the project performance period is subject to CAL FIRE approval.
Other	Other costs that do not fit in any of the above categories. Cost must be directly related to the grant project. Cost (such as rent, utilities, phones, general office supplies, etc.) that must be apportioned to the grant is considered indirect cost unless written justification is submitted and approved by CAL FIRE.
Indirect Costs	Costs associated with doing business that are of a general nature and are incurred to benefit two or more functions within the grantee organization. These costs are not usually identified specifically within the grant agreement, project, or activity, but are necessary for the general operation of the organization. Examples of overhead costs include salaries and benefits of employees not directly assigned to a project; functions such as personnel, accounting, budgeting, audits, business services, information technology, janitorial, and salaries of supervisors and managers; and rent, utilities, supplies, etc. Functions included as direct versus indirect costs must be applied consistently for all activities within the grantee organization, regardless of fund source. The maximum allowable indirect charge for this grant program is 12%.

Ineligible Costs

The following are costs ineligible for reimbursement under the grant:

- Costs incurred before or after the project performance period.
- Cost of preparing a grant and application.
- Late fees, penalties, and bank fees.

Payment of Grant Funds

Funds cannot be disbursed until there is a fully executed Grant Agreement between the State and the Grantee. Except in those cases where CAL FIRE authorizes advanced payments, all payments will be made on a reimbursement basis (i.e., the Grantee pays for services, products or supplies; invoices CAL FIRE for same; and is reimbursed by the State upon approval of the invoice). Grantees are instructed to use an invoice form consistent with the invoice guidance in Appendix D when requesting payment of any type.

Budget Item	Required Documentation
Salaries and Wages	Timesheets detailing days and hours worked on the project. Timesheet must be signed by the employee after the fact. Payroll documentation showing wages and hours paid to the employee.
Benefits	Timesheets detailing days and hours worked on the project. Timesheet must be signed by the employee after the fact. Payroll documentation showing wages and hours paid to the employee and associated fringe benefits.
Contractual	Invoices from consultant/contractor identifying expenditure, services performed and period of services. Documents related to consultant/contractor selection analysis shall be kept by the grantee but available for audit purposes.
Travel	Receipts identifying travel cost (i.e. lodging, rental cars). Mileage must be documented by either employee travel claims that are signed by the employee or vehicle mileage logs for vehicles owned by the grantee. Per Diem must be documented by employee travel claims.
Supplies	Receipts identifying item purchased, cost, and date of purchase. Documentation related to price analysis of procurement of supplies exceeding \$500 shall be kept by the grantee and made available for audit purposes.
Equipment	Cost of leased equipment charged to the grant must be substantiated with receipts identifying equipment leased, dates equipment was leased, lease rate and total cost. Use of grantee equipment must be substantiated with an equipment usage log that identifies the equipment used, rate, and total rental cost. Cost of equipment purchased shall be substantiated by purchase receipt. Documentation related to price analysis of procurement of equipment shall be kept by the grantee and made available for audit purposes. Disposition of the equipment must be approved by CAL FIRE in writing at the end of the grant term.
Other	Invoices or receipts identifying the item and cost charged to the grant.
Indirect Costs	Applied on a percentage (%) basis on direct costs except for equipment.

Advance Payment of Grant Funds (non-profits only)

The State may, at its discretion, make advance payment to the Grantee upon written request by the Grantee. Advance payment made by the State shall be subject to the following provisions:

Where hardship circumstances exist for the Grantee, the State will consider authorizing advance payments. The State will consider the following factors in determining whether a hardship situation exists:

- Cash flow hardship of the Grantee including the need for advance funding in order to initiate a project. A written justification for advance payment is required and may include items such as the inability to pay for staff, supplies, administration expenses, and secure contractors for project work.

The following guidelines will be applied to advance payments:

- Multiple advance payments may be made to a Grantee over the life of a project.
- No single advance payment shall exceed 25% of the total grant amount.
- A request for advance payment must include the same level of expenditure detail and justification as a regular invoice.
- All work under a previous advance payment must be completed to CAL FIRE's satisfaction before another advance payment will be made.
- Any advance payment received by a grantee and not used for project implementation shall be returned to CAL FIRE.
- Advance payments must be deposited into an interest-bearing account. Any interest earned on advance payment funds must be accounted for and must be used toward the project or returned to CAL FIRE.
- Grantee must spend advance payments within six months.

State Audit

Upon completion of the project, the State may audit the project records. A project is considered complete upon receipt of the final grant payment from the State. The purpose of the audit is to verify that project expenditures were properly documented. Any audit would be requested by the State after the final payment request has been received and all project transactions have been completed.

If your project is selected for audit, you will be contacted at least 30 days in advance. The audit should include all books, papers, accounts, documents, or other records of the Grantee, as they relate to the project for which state funds were granted. Projects may be subject to an audit at any time for up to three years after project completion.

In an effort to expedite the audit, the Grantee shall have the project records readily available, including the source documents, and cancelled warrants. The Grantee shall also provide an employee having knowledge of the project and the accounting procedure or system to assist the state auditor. The Grantee shall provide a copy of any document, paper, record, or the like as requested by the state auditor.

All project records must be retained by the Grantee for a period of not less than one year after the state audit or after final disposition of any disputed audit findings. Grantees are required to keep source documents for all expenditures related to each grant for at least three (3) years following project completion and one year following an audit.

EXPLANATION OF TERMS

TERM	EXPLANATION
Agreement	A legally binding agreement between the State and another entity.
Amendment	A formal modification or a material change of the agreement, such as term, cost, or scope of work.
Applicant	The entity who has submitted an Application requesting grant funds.
Application	The individual application form identified as Attachment 1 and its required supporting attachments for grants pursuant to the enabling legislation and/or program.
Appropriation	A Legislative budget authorization from a specific fund to a specific agency or program to make expenditures or incur obligations for a specific purpose and period of time.
Authorized Representative	The designated position identified in the Resolution as the agent to sign all required grant documents including, but not limited to, Grant Agreements, Application forms, and payment requests.
CEQA	The California Environmental Quality Act as stated in the Public Resources Code Section 21000 et seq.; Title 14 California Code of Regulations Section 15000 et seq. CEQA is a law establishing policies and procedures that require agencies to identify, disclose to decision makers and the public, and attempt to lessen significant impacts to environmental and historical resources that may occur as a result of the agency's proposed Project. For more information refer to http://ceres.ca.gov/ceqa/ .
Consultant Services	Services which provide a recommended course of action or personal expertise, such as accounting or a Registered Professional Forester (RPF).
Contractor	An entity contracting with CAL FIRE.
Direct Costs	Expenses of doing business that are directly attributable to the project. Examples of direct costs are salaries and benefits of employees directly associated to a Project or expenses of items used directly by the Project.
Encumbrance	A commitment of funds guaranteeing a source of payment for a specific agreement.
Execution of an Agreement	The act of signing an agreement, which provides a legal basis for required performance by parties to the agreement.
Grantee	The entity that has an executed grant agreement for the award of grant funds.
Indirect Costs	Expenses of doing business that are of a general nature and are incurred to benefit at least two or more functions within an organization. These costs are not usually identified specifically with a grant, Grant Agreement, Project or activity, but are necessary for the general operation of the organization. Examples of Indirect Costs include salaries and benefits of employees not directly assigned to a Project; functions such as personnel, business services, information technology, janitorial; and salaries of supervisors and managers.

Modification	An agreement modification is an informal agreement that moves dollars in the line item and task budgets not to exceed 10% of total grant amount; changes deliverable due dates, or makes a minor change in the work in accordance with the intent of the legislation. It does not require a formal amendment of the grant Agreement.
Non-Profit Organization	Any California corporation organized under Sections 501(c) (3) of the Federal Internal Revenue Code. A letter of determination certifying non-profit status will be required prior to project approval.
Operating Expenses (Direct Cost)	Any cost that can be specifically identified as generated by and in accordance with the provisions or activity requirements of the Agreement.
Payee Data Record (Std. 204)	Form Std. 204, "Payee Data Record" is required for non-governmental entities. The form must be submitted in order to establish a vendor number for payment and to have funds encumbered.
Personnel Services	This budgeted amount includes salaries and benefits for wage earning personnel employed by the Grantee/Contractor (not a subcontractor) and working on the project.
Project Performance Period	The period of time that the Project Scope of Work costs may be incurred, and the work described in the Project Scope of Work must be completed, billed and paid by the State. Only Eligible Costs incurred during the Project Performance Period will be paid.
Project	The term "Project" means the activity or work to be accomplished utilizing grant funds and match (if applicable).
Project Scope of Work	The term "Project Scope of Work" as used herein defines the individual scope of work or activity describing in detail the proposed tasks identified as Attachment 2, as described in enabling legislation and in the grant Agreement.
Project Budget Detail	The term "Project Budget Detail" as used herein defines the proposed detailed budget plan identified as Attachment 3.
Resolution	The purpose of a resolution by a Grantee's governing body is to allow the entity to sign agreements and amendments for a specific project; i.e., it allows the designated entity to enter into an agreement with the State of California, and it designates someone to sign on behalf of the Grantee's governing board. A signed resolution must be submitted at the time the signed grant agreements are returned to CAL FIRE's Grants Management Unit, Sacramento Headquarters.

APPENDICES

Appendix A: Terms and Conditions

Appendix B: CEQA Compliance

Appendix C: Sample Resolution

Appendix D: Invoice

Appendix E: Check Lists

Appendix F: Project Application

Appendix G: Project Scope of Work

Appendix H: Project Map

Appendix A - TERMS AND CONDITIONS OF GRANT AGREEMENT

I. RECITALS

1. This Agreement, is entered into between the State of California, by and through the California Department of Forestry and Fire Protection (CAL FIRE), hereinafter referred to as "STATE" and _____, hereinafter referred to as "GRANTEE".
2. The STATE hereby grants to GRANTEE a sum (hereinafter referred to as "GRANT FUNDS") not to exceed _____ (\$_____).
3. In addition to the terms and conditions of this Agreement, the STATE and GRANTEE agree that the terms and conditions contained in the documents set forth below are hereby incorporated and made part of this agreement.
 - a. Procedural Guide for CAL FIRE State Responsibility Area Fire Prevention Fund (SRAFPF) Grants
 - b. The submitted Application, Scope of Work, Budget Detail, and Exhibits
 - c. Addendums/attachments pertaining to program specific information/requirements

II. SPECIAL PROVISIONS

1. Recipients of GRANT FUNDS pursuant to California Public Resources Code Section 4214 shall abide by the provisions in this Agreement. This includes the requirement that work shall not commence prior to the execution of this Agreement by both parties. Any work started prior to the execution of this Agreement will not be eligible for funding under the terms of this Agreement.
2. As precedent to the State's obligation to provide funding, GRANTEE shall provide to the STATE for review and approval a detailed budget, specifications, and project description. Approval by the STATE of such plans and specifications, or any other approvals provided for in this Agreement, shall be for scope and quality of work, and shall not relieve GRANTEE of the obligation to carry out any other obligations required by this Agreement, in accordance with applicable law or any other standards ordinarily applied to such work or activity.
3. All informational products (e.g., data, studies, findings, management plans, manuals, photos, etc.) relating to California's natural environment produced with the use of GRANT FUNDS shall be available for public use.

III. GENERAL PROVISIONS

1. Definitions

- a. The term “Agreement” means grant agreement number XXX.
- b. The term “GRANT FUNDS” means the money provided by the STATE to the GRANTEE in this Agreement.
- c. The term “GRANTEE” means an applicant who has a signed Agreement for the award for GRANT FUNDS.
- d. The term “Other Sources of Funds” means all matching fund sources that are required or used to complete the Project beyond the GRANT FUNDS provided by this Agreement.
- e. The term “STATE” means the State of California, Department of Forestry and Fire Protection (CAL FIRE).
- f. The term “Project” means the development or other activity described in the “Project Scope of Work”.
- g. The term “Project Budget Detail” as used herein defines the approved budget plan.
- h. The term “Project Scope of Work” as used herein means the individual scope of work describing in detail the approved tasks.

2. Project Representatives

The project representatives during the term of the agreement will be:

STATE: CAL FIRE	GRANTEE: Name of Grantee
Section/Unit:	Section/Unit:
Attention:	Attention:
Mailing Address:	Mailing Address:
Phone Number:	Phone Number:
Email Address:	Email Address:

Changes to the project representatives during the term of the agreement shall be made in writing. Notice shall be sent to the above representative for all notice provisions of this Agreement.

3. Project Execution

- a. Subject to the availability of grant monies, the STATE hereby grants to the GRANTEE a sum of money (GRANT FUNDS) not to exceed the amount stated on Section I. RECITALS, Paragraph 2 in consideration of and on condition that the sum be expended in carrying out the purposes as set forth in the description of the Project in this Agreement and its attachments and under the terms and conditions set forth in this Agreement.
- b. GRANTEE shall assume any obligation to furnish any additional funds that may be necessary to complete the Project. Any amendment to the Project as set forth in the Application on file with the STATE must be submitted to the STATE for approval in writing. No amendment is allowed until written approval is given by the STATE.
- c. GRANTEE shall complete the Project in accordance with the time of Project performance set forth in this Agreement, unless an amendment has been approved and signed by the STATE under the terms and conditions of this Agreement. Amendments must be requested in advance and will be considered in the event of circumstances beyond the control of the GRANTEE, but in no event less than 90 days from the Agreement expiration date and in no event less than 60 days before the effective date of the amendment. Approval of amendment is at the STATE's discretion.
- d. GRANTEE certifies that the Project Scope of Work complies with all local, State, and federal laws and regulations.
- e. GRANTEE shall comply with the California Environmental Quality Act (CEQA) (Public Resources Code, Section 21000, et. seq. Title 14, California Code of Regulations, Section 15000 et. seq.) and all other local, State, and federal environmental laws. A copy of the certified CEQA document must be provided to STATE before any GRANT FUNDS are made available for any Project activity that could directly impact the environment (e.g. cutting, piling or burning bush, masticating, dozer work, etc.). CEQA compliance shall be completed within one (1) year from start date of the Agreement. The start date is considered the date the last party signs the Agreement. GRANT FUNDS will be made available in advance of CEQA compliance for project activities that do not have the potential to cause a direct environmental impact (e.g. project planning, locating and marking property or project boundaries, contacting and signing up landowners, etc.).

- f. GRANTEE shall permit periodic site visits by representative(s) of the STATE to ensure program compliance and that work is in accordance with the approved Project Scope of Work, including a final inspection upon Project completion.
- g. GRANTEE, and the agents and employees of GRANTEE, in the performance of this Agreement, shall act in an independent capacity and not as officers, employees, or agents, of the STATE.

4. Project Costs and Payment Documentation

- a. Payment by the STATE shall be made after receipt of an acceptable invoice and approval by a duly authorized representative of the STATE. GRANTEE shall submit an invoice for payment to the CAL FIRE Project Representative of the STATE. A final invoice shall be submitted no later than 30 days after completion, expiration, or termination of this Agreement.
- b. For services satisfactorily rendered, and upon receipt and approval of invoices for payment, the STATE agrees to compensate GRANTEE for actual expenditures incurred in accordance with the rates specified herein, which is attached hereto, as Attachment 3 - Final Project Budget, and made a part of this Agreement.
- c. GRANTEE shall submit, in arrears, not more frequently than once a month, and no less than quarterly, an invoice to the STATE for costs paid by GRANTEE pursuant to this Agreement. Each invoice shall contain the following information: the Agreement number, the dates or time period during which the invoiced costs were incurred, expenditures for the current invoice and cumulative expenditures to date by major budget category (e.g., salaries, benefits, supplies, etc.), appropriate supporting documentation, project progress reports, and the signature of an authorized representative of GRANTEE as detailed in the Invoice Guidelines of the Procedural Guide for the CAL FIRE SRAFPF Grant Program.
- d. GRANT FUNDS in this Agreement have a limited period in which they must be expended. All GRANTEE expenditures must occur prior to the end of the Project performance period of this Agreement.
- e. Except as otherwise provided herein, GRANTEE shall expend GRANT FUNDS in the manner described in the Project Budget Detail approved by the STATE. The dollar amount of an item in the Project Budget Detail may be increased or decreased by up to ten percent (10%) of the budget item through reallocation of funds from another item or items, without approval by the STATE; however, GRANTEE shall notify the STATE in writing in project progress reports when any such reallocation is made, and shall

identify both the item(s) being increased and those being decreased. Any increase or decrease of an item of more than ten percent (10%) of the budget item must be approved in writing by the STATE before any such increase or decrease is made. A formal approved amendment is required to increase the total amount of GRANT FUNDS.

- f. GRANTEE shall promptly submit any and all records at the time and in the form as the STATE may request.
- g. GRANTEE shall submit each invoice for payment to:

California Department of Forestry & Fire Protection
Attention: CAL FIRE PROJECT REPRESENTATIVE NAME
ADDRESS

- h. Notwithstanding any of the provisions stated within this Agreement, the STATE may at its discretion make advance payment to the GRANTEE, if GRANTEE is a Community-based private non-profit agency, upon written request by the GRANTEE. Advance payment made by the STATE shall be subject to the circumstance and provisions below.
Where hardship circumstances exist for the GRANTEE, the STATE will consider authorizing advance payments. The STATE will consider the following factors in determining whether a hardship situation exists:

- Modest reserves and potential cash flow problems of the GRANTEE including the need for advance funding in order to initiate a project. A justification for advance payment may include items such as the inability to pay for staff, supplies, administration expenses, and to secure contractors for Project work.

The following guidelines will be applied to advance payments:

- Multiple advance payments may be made to a GRANTEE over the life of a project.
- No single advance payment shall exceed 25% of the total grant amount and must be spent on eligible costs within six months of the advance payment request. The balance of unspent advance payment funds not liquidated within the six month spending period will be billed for the return of the advanced funds to the STATE. The amount will be returned to the grant balance.
- A request for advance payment must include the same level of expenditure detail and justification as a regular invoice.

- All work under a previous advance payment must be fully liquidated via an invoice and supporting documentation and completed to the STATE's satisfaction before another advance payment will be made.
- Any advance payment received by a GRANTEE and not used for project eligible costs shall be returned to CAL FIRE.
- Advance payments must be deposited into an interest-bearing account. Any interest earned on advance payment funds must be accounted for and reported as program income used toward offsetting the project cost or returned to the STATE.

5. Budget Contingency Clause

- a. If STATE funding for any fiscal year is reduced or deleted for purposes of the SRAFPF grant program, the STATE shall have the option to either cancel this Agreement with no liability occurring to the STATE, or if possible and desirable, offer an Agreement amendment to GRANTEE to reflect the reduced amount available for the Project.

6. Project Administration

- a. GRANTEE shall provide the STATE a written report showing total final Project expenditures and matching funds before work on the Project begins. GRANTEE must report to the STATE all sources of other funds for the Project. If this provision is deemed to be violated, the STATE will request an audit of GRANTEE and can delay the disbursement of funds until the matter is resolved.
- b. GRANTEE shall promptly submit written Project reports as the STATE may request throughout the term of this Agreement.
- c. GRANTEE shall submit a final accomplishment report, final invoice with associated supporting documentation, and copies of materials developed using GRANT FUNDS, including but not limited to plans, educational materials, etc. within 30 days of Project completion.

7. Financial Records

- a. GRANTEE shall retain all records described in Section 7(c) below for three (3) years after final payment by the STATE. In the case an audit occurs, all such records shall be retained for one (1) year from the date is audit is completed or the three (3) years, whichever date is later.
- b. GRANTEE shall maintain satisfactory financial accounts, documents, and records for the Project and make them available to the STATE for review

during reasonable times. This includes the right to inspect and make copies of any books, records, or reports of GRANTEE pertaining to this Agreement or matters related thereto.

- c. GRANTEE shall keep such records as the STATE shall prescribe, including, but not limited to, records which fully disclose (a) the disposition of the proceeds of state funding assistance, (b) the total cost of the Project in connection with such assistance that is given or used, (c) the amount and nature of that portion of the Project cost supplied by other sources, and (d) any other such records as will facilitate an effective audit. All records shall be made available to the STATE, other State of California agency, or other entity as determined by the State of California for auditing purposes at reasonable times.
- d. GRANTEE shall use any generally accepted accounting system.

8. Project Termination

- a. This Agreement may be terminated by the STATE or GRANTEE upon 30-days written notice to the other party.
- b. If either party terminates the Agreement prior to the completion of the Project, GRANTEE shall take all reasonable measures to prevent further costs to the STATE under the Agreement and the STATE shall be responsible for any reasonable and non-cancelable obligations incurred by GRANTEE in the performance of this Agreement prior to the date of the notice to terminate, but only up to the undisbursed balance of funding authorized in this Agreement.
- c. Failure by GRANTEE to comply with the terms of this Agreement may be cause for suspension of all obligations of the STATE hereunder at the discretion of the STATE.
- d. Failure of GRANTEE to comply with the terms of this Agreement shall not be cause for the suspension of all obligations of the STATE hereunder if in the judgment of the STATE such failure was due to no fault of GRANTEE. At the discretion of the STATE, any amount required to settle at minimum cost any irrevocable obligations properly incurred shall be eligible for reimbursement under this Agreement.
- e. Final payment to GRANTEE may not be made until the STATE determines the Project conforms substantially to this Agreement.

9. Hold Harmless

- a. GRANTEE shall defend, indemnify and hold the STATE, its officers, employees, and agents harmless from and against any and all liability, loss, expense (including reasonable attorney's fees), or claims for injury or

damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorney's fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of GRANTEE, its officers, agents, or employees. The duty of GRANTEE to indemnify and hold harmless includes the duty to defend as set forth in Civil Code Section 2778. This Agreement supersedes GRANTEE's right as a public entity to indemnify (see Government Code Section 895.2) and contribution (see Government Code Section 895.6) as set forth in Government Code Section 895.4.

- b. GRANTEE waives any and all rights to any type of express or implied indemnity or right of contribution from the STATE, its officers, agents, or employees for any liability resulting from, growing out of, or in any way connected with or incident to this Agreement.
- c. Nothing in this Agreement is intended to create in the public or in any member of it rights as a third-party beneficiary under this Agreement.

10. Tort Claims

FEDERAL:

The United States shall be liable, to the extent allowed by the Federal Tort Claims Act 28 United States Code 2671-2680, for claims of personal injuries or property damage resulting from the negligent or wrongful act or omission of any employee of the United States while acting within the scope of his or her employment, arising out of this Agreement.

STATE:

The State of California shall be liable, to the extent allowed by law and subject to California Government Code, Title 1, Division 3.6, providing for the filing of tort claims against the State of California, for personal injuries or property damage resulting from the negligent or wrongful act or omission of State of California employees while acting within the scope of his or her employment, arising out of this Agreement.

11. Nondiscrimination

The State of California prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, sex, marital status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. GRANTEE shall not discriminate against any person on any of these bases.

12. Incorporation

The grant guidelines and the Project Scope of Work, Project Budget Detail and any subsequent amendments or modifications to the Project Scope of Work and Project Budget Detail approved in writing by the STATE are hereby incorporated by reference into this Agreement as though set forth in full in this Agreement.

13. Severability

If any provision of this Agreement or the Project Scope of Work thereof is held invalid, that invalidity shall not affect other provisions or applications of this Agreement which can be given effect without the invalid provision or application, and to this end the provisions of this Agreement are severable.

14. Waiver

No term or provision hereof will be considered waived by either party, and no breach excused by either party, unless such waiver or consent is in writing and signed on behalf of the party against whom the waiver is asserted. No consent by either party to, or waiver of, a breach by either party, whether expressed or implied, will constitute consent to, waiver of, or excuse of any other, different, or subsequent breach by either party.

15. Assignment

This Agreement is not assignable by GRANTEE either in whole or in part.

APPENDIX B - CEQA Compliance

On-the-ground work may require CEQA documents. CAL FIRE Headquarters staff requires review and acceptance of CEQA documents prior to commencing project work. Compliance may be accomplished by one of four different methods as described below.

- a. Notice of Exemption filed with the State Clearinghouse and the associated California Department of Forestry and Fire Protection, Environmental Review Report for an Exempt Project if the Project is categorically exempt.
- b. Negative Declaration and initial study including the checklist and Notice of Determination filed with the State Clearinghouse.
- c. Final Environmental Impact Report with initial study including the checklist and Notice of Determination filed with the State Clearinghouse.

For b and c, a State Department of Fish and Wildlife filing fee will be required upon filing of the Notice of Determination with the State Clearing House. Grantees are advised to itemize this fee when preparing budgets during the application phase.

- d. Timber harvest permit or notice in compliance with the Forest Practice Act and Rules. This method will be required if the project undertakes "Timber Operations" as defined in California Public Resources Code Section 4527.

CAL FIRE will generally be the lead agency for projects where the grantee is not a government agency. Fire Safe Councils are an example of nongovernmental agency grantees. Resource Conservation Districts and Fire Protection Districts qualify as government agencies and will normally assume the role of lead agency. Lead agency role means that the grantee becomes responsible for making CEQA determinations and the filing of CEQA documents with the State Clearinghouse. These filings include Categorical Exemptions, Negative Declarations, Notices of Completion, and Notices of Determination.

Regardless of who is lead agency, the grantee is responsible for the preparation of environmental documents for projects. Grantees should plan their budgets for this requirement when applying for grants. CAL FIRE Headquarters staff will review for approval and file all documents with the State Clearinghouse in cases where CAL FIRE is lead agency. In cases where the grantee is lead agency, CAL FIRE will require proof of filing. Whether CAL FIRE acts as a lead agency or that of a responsible agency as defined by CEQA, CAL FIRE has a responsibility to review all environmental documents for compliance with CEQA. In cases where CAL FIRE determines that CEQA compliance has not been achieved, CAL FIRE will ask for revisions to bring the documents into compliance, and in the absence of required revisions may elect to withdraw from the project.

Part of the CEQA preparation work to be done by the Grantee is to contact the local CAL FIRE archaeologist for a Preliminary Study of the proposed project to determine whether impacts to cultural resources from project activities are possible. If impacts are determined possible, the grantee will be required to retain the services of a consulting archaeologist or a person with a current CAL FIRE archaeological training certificate to perform an archaeological records check, pre-field research, Native American notification, archaeological field surveys, devise site protection plans, and prepare archaeological site records and a final report in accordance with the applicable CAL FIRE document titled "Archaeological Review Procedures for CAL FIRE Projects" at: http://calfire.ca.gov/resource_mgt/archaeology-resources.php

Upon request, CAL FIRE Foresters will assist grantees with CEQA compliance by answering questions and referring grantees to the appropriate CEQA guidelines.

All CEQA compliance shall be completed within one (1) year from date of grant award shown in the grant agreement or the agreement may be terminated.

APPENDIX C - Sample Resolution

**BEFORE THE BOARD OF DIRECTORS OF THE (NAME OF
LOCAL PUBLIC ENTITY, DISTRICT, OR NON-PROFIT)
COUNTY OF (NAME), STATE OF CALIFORNIA**

IN THE MATTER OF: Resolution Number: _____

Approving the Department of Forestry and Fire Protection Agreement (NUMBER) for services from the date of last signatory to (PROJECT COMPLETION DATE) under the (Name of Program).

BE IT RESOLVED by the Board of Directors of the (NAME OF LOCAL PUBLIC ENTITY, DISTRICT, OR NON-PROFIT), that said Board does hereby approve the agreement with the California Department of Forestry and Fire Protection dated (MONTH DAY, YEAR). This agreement provides (TYPE OF SERVICE) during the State fiscal year 2015/2016 up to and no more than the amount of \$(0.00).

BE IT FURTHER RESOLVED that the (TITLE, NAME OF PERSON) of said Board be and hereby is authorized to sign and execute said agreement on behalf of the (NAME OF LOCAL PUBLIC ENTITY, DISTRICT, OR NON-PROFIT).

BE IT FURTHER RESOLVED that the (TITLE, NAME OF PERSON) of said Board be and hereby is authorized to sign and execute invoices on behalf of the (NAME OF LOCAL PUBLIC ENTITY, DISTRICT, OR NON-PROFIT).

The foregoing resolution was duly passed and adopted by the Board of Directors of the (NAME OF LOCAL PUBLIC ENTITY, DISTRICT, OR NON-PROFIT) at a regular meeting thereof, held on (MONTH DAY, YEAR) by the following vote:

AYES:

NOES:

ABSENTS:

Signature, Board Member 1

Signature, Board Member 2

Print Name and Title

Print Name and Title

---CERTIFICATION OF RESOLUTION---

Please note the person attesting cannot be the same person who is authorized to sign and execute agreements

ATTEST:

I _____, (TITLE) of the (NAME OF LOCAL PUBLIC ENTITY, DISTRICT, OR NON-PROFIT), California do hereby certify that this is a true and correct copy of the original.

Witness my hand or the seal of the (NAME OF LOCAL PUBLIC ENTITY, DISTRICT, OR NON-PROFIT), on (MONTH DAY, YEAR).

Signature

Print Name and Title

OFFICIAL SEAL OR
NOTARY CERTIFICATION
(If Applicable)

APPENDIX D - Invoice

Invoice Guidelines

While the grantee is not required to use the sample invoice included in the grant guidelines due to differences in accounting systems used by the grantee, the grantee must include the following elements when submitting a payment request, either on the grantee's invoice or as an attachment to the invoice. If grantee chooses to use their invoice in lieu of the sample provided, the invoice must be put on grantee's official letterhead.

1. The word "Invoice" should appear at the top of the page.
2. Grantee Information – Includes the grantee name and address which should match the Std. 204 - Payee Data Record submitted with the grant agreement. Payment will be submitted to this address after the invoice has been approved. Grantee shall notify CAL FIRE in writing regarding address changes and effective dates.
3. Invoice Date & Number – Date invoice was issued and unique invoice number to be determined by grantee for reference.
4. CAL FIRE Contact Name and Address – Name, Program, and Address of the CAL FIRE staff invoice and back-up documents should be submitted to as identified in the grant agreement.
5. Grant Identification – Grant Number, Grant Performance Period, and Project Name as identified in the grant agreement.
6. Invoice Period – Performance start and end dates for which grantee is invoicing CAL FIRE. Under no circumstances will an invoice period outside of the grant performance period be accepted.
7. Payment Type – Indicate whether the invoice is to request an advance payment, interim payment, or final payment.
8. Cost breakdown – Grantee costs must be broken down by the budget item consistent with the approved budget in the grant agreement. Grantee must identify the amount for which CAL FIRE is being billed in the invoice period and the total amount spent and match (if applicable) from the beginning of the grant performance period through the invoice period. Advance requests should still

include a breakdown of the budget items for which the grantee is planning to expend the funds.

9. Offset to current cost – Include the balance of advance funds given to grantee as well as program income earned from the grant.
10. Total amount for which grantee is requesting reimbursement from CAL FIRE.
11. Grantee contact name, phone number, and email address for questions related to the invoice.
12. All back up documentation to support the invoice (see Payment of Grant Funds).
13. Certification and signature of authorized representative - Please see sample invoice for certification language.

Sample invoice

Grantee Name Street Address Street Address2 City, ST ZIP Code		INVOICE		
Submit invoice and supporting documentation to: California Department of Forestry & Fire Protection (CAL FIRE) ATTN: NAME, PROGRAM Street Address2 City, ST ZIP Code		DATE: Month DD, YYYY INVOICE #: 100		
Grant Number: 8XX14XXX Grant Period: MM/DD/YYYY to MM/DD/YYYY Project Name:				
Invoice Period: MM/DD/YYYY to MM/DD/YYYY Payment Type: <input type="checkbox"/> Advance Request <input type="checkbox"/> Interim Payment <input type="checkbox"/> Final Payment				
BUDGET ITEM	BUDGETED AMOUNT	CURRENT COST	EXPENDED TO DATE	MATCH TO DATE
Salaries and Wages				-
Employee Benefits				-
Contractual				-
Travel				-
Supplies				-
Equipment				-
Other				-
Indirect Cost 10%				
TOTAL	-	\$ -	\$ -	\$ -
Less Outstanding Advance		\$ -		
Less Program Income		\$ -		
CURRENT DUE		\$ -		
Check all those that apply: <div style="float: right; text-align: right;"> Direct questions to: Name XXX-XXX-XXXX Ext. XXXX Email address </div> <div style="clear: both;"></div> <div style="margin-left: 20px;"> <input type="checkbox"/> Supporting documentation attached (required for Interim & Final Payment) <input type="checkbox"/> Project Progress Report (Interim) or Project Completion Report (Final) </div>				
CERTIFICATION: I certify that I have the full authority to execute this payment request on behalf of the Grantee. I declare under penalty of perjury, under the laws of the State of California, that this request and accompanying documents for the above referenced grant is true and correct to the best of my knowledge, and represents actual allowable disbursements made for the work performed in accordance with the conditions of the grant.				
Signature of Authorized Official		Date	Printed Name	Title
CAL FIRE USE ONLY				
Payment approval signature (Unit/Field Staff)		Title		Date
Payment approval signature (Program Manager)		Title		Date
Payment approval signature (Grants Management Unit)		Title		Date
CAL FIRE Coding:	FY	Index	Object	PCA Amount Vendor #

APPENDIX E - Check Lists

Project Application Package Check List

- ☐ Attachment 1 - Completed Project Grant Application Form
- ☐ Attachment 2 - Completed Project Scope of Work
- ☐ Attachment 3 - Completed Project Budget
- ☐ Attachment 4 - PDF Version of Project Map
- ☐ Attachment 6 – Articles of Incorporation, including document w/seal from Secretary of State (non-profit applicant)

Grant Agreement Package Check List

- ☐ Three original signed Grant Agreements with attachments
- ☐ Attachment 1 – Completed Project Grant Application Form
- ☐ Attachment 2 – Completed Project Scope of Work
- ☐ Attachment 3 – Completed Project Budget
- ☐ Attachment 4 – PDF Version of Project Map
- ☐ Attachment 5 – Std. 204 Payee Data Record
- ☐ Attachment 7 – Board Resolution or Attesting Document granting authority to sign

Appendix F - Project Application

Project Application Form



**California Department of Forestry and Fire Protection (CAL FIRE)
SRAFPF Grant Application
Funding Opportunity 15-SRA**



Please fill out this form completely. Be sure to save a copy of this form for your records. Submit 1 printed copy with original signature(s) and 1 electronic copy and all supporting materials to: California Department of Forestry and Fire Protection, Attention: Grants Management Unit/SRAFPF Grant, P.O. Box 944246, Sacramento, CA 94244-2460. E-mail an electronic copy to CALFIRE.Grants@fire.ca.gov. Be sure to include all attachments.

Please complete the project identification information.

1. Project Tracking #: CalMapper ID:

Project Name/Title:

County: CAL FIRE Unit/Contract County:

Please use this 3-letter Unit identifier for file naming
(see questions 5 & 14)

2. Sponsoring Organization:

Organization Type: If Other, Please specify:

Project Manager Title:

First Name: Last Name:

Address 1:

Address 2:

City: State: Zip Code:

Phone Number: Secondary Phone Number:

Email Address: Fax Number:

3. For which activity is funding being requested?

If Other, Please specify

4. Grant Period: Please provide the estimated start date and completion date for your project. Projects **MUST** be completed by March 15, 2018. Note that final billing is due 30 days after project completion. Please use MM/DD/YYYY format.

Project Start Date:

Project Completion Date:

Tracking #: 15-SRA-UUU-XXXX

Project Name:

Page 1 of 4

5. Project Location: Identify a central point that identifies the general area of project activities. Enter the information in NAD 83 - degrees, minutes and seconds in whole numbers. Enter Longitude as a positive number.

Latitude N Longitude W ° ' "

Latitude must be between 32 and 42 degrees. Longitude must be between 114 and 125 degrees. Latitude and Longitude minutes and seconds must be between 0 and 60. For planning or public education projects, use a central point in the SRA for the general area covered by the project.

Please attach a Project map in PDF format with geographic information describing your project location. The map should show the surrounding area in relation to the project. **File naming convention:** Features should be named with the Tracking # and Feature Type. Example: 15-SRA-UUU-XXXX-MAP.pdf

"Project Area" is the general area where project activities will reduce wildfire risk and/or damage. All projects must have a project area. For planning or public education grants or other projects that don't have well-defined boundaries, provide a map that generally covers the area. For example, for a county-wide public education project, the map should identify the populated portion of the SRA in the county.

6. Project Area Statistics:

For all projects, give an estimate of the project area size and include an estimate of the number of habitable structures impacted by the project. Provide the size of the treatment area for projects that include fuels treatment.

Habitable Dwellings (# of dwellings):

Project Area (acres):

Fuels Treatment Area (acres):

7. SRA Fire Hazard Severity Zones (FHSZ):

What SRA Fire Hazard Severity Zones (FHSZ) are in the project area? SRA Fire Hazard Severity Zone ratings are available at: http://calfire.ca.gov/fire_prevention/fire_prevention_wildland_zones.php

Please provide an approximate number of acres or percentage of the project area in each zone.

FHSZ Rating	Acres	Percent
Very High	<input type="text"/>	<input type="text"/> %
High	<input type="text"/>	<input type="text"/> %
Moderate	<input type="text"/>	<input type="text"/> %
Non SRA (Federal or Local Area)	<input type="text"/>	<input type="text"/> %
TOTAL		%

Acres Note: Total acres must be the same as Item 6 Project Area (Acres).
Percent Note: Total % must be 100%

Tracking #: 15-SRA-UUU-XXXX

Project Name:

Page 2 of 4

8. Limiting Factors:

Are there any existing forest or land management plans; Conservation Easements; Covenant, Conditions & Restrictions (CC&R's); matters related to zoning; use restrictions, or other factors that can or will limit the fire prevention proposed activity?

☐ If checked, describe existing plan(s) and the limitations, if any, in the attached Scope of Work.

9. Timber Harvest Plans:

For fuel reduction projects, is there a timber harvesting document on any portion of the proposed project area for which a "Notice of Completion" has not been filed with CAL FIRE?

☐ If checked, provide the THP identification number and describe the relationship to the project in the attached Scope of Work document.

THP ID Number:

10. Community at Risk: Is the project associated with a community that is listed as a Community At Risk? See

http://osfm.fire.ca.gov/fireplan/fireplanning_communities_at_risk.php

If so, what is the name of the community?
If none, enter "none".

Number of Communities in the project area:

11. Project Budget:

What is the proposed budget? Please include a discussion of the project budget in the Scope of Work and enter the amount from the Project Budget workbook (.xls).

Budget Item	Amount
Grant Portion of project (\$)	<input type="text"/>
Equipment Purchases (\$)	<input type="text"/>
Partners (\$)	<input type="text"/>
Total Project Budget (\$)	<input type="text"/>

12. Local Wildland Fire Risk Reduction Plans:

Is the project in, consistent with, or build on a larger plan that deals with the risk and potential impact to habitable structures in the SRA covered by this project? If so, discuss in the Scope of Work. **Select all that apply.**

- | | |
|---|---|
| <input type="checkbox"/> CAL FIRE Unit Strategic Fire Plan | <input type="checkbox"/> Fire Safe Council Action Plan |
| <input type="checkbox"/> County Fire Department Strategic Fire Plan | <input type="checkbox"/> FIREWISE Community Assessment |
| <input type="checkbox"/> Local Fire Department Plan | <input type="checkbox"/> Community Wildfire Protection Plan |
| <input type="checkbox"/> Homeowners' Association Plan | <input type="checkbox"/> Other Local Plan (Identify in Scope of Work) |

Tracking #: 15-SRA-UUU-XXXX

Project Name:

Page 3 of 4

13. CEQA Compliance:

Describe how compliance with the California Environmental Quality Act (CEQA) will be achieved in the Scope of Work. Is there an existing (CEQA) document that addresses this project or can be used to meet CEQA requirements?

Please indicate the CEQA document type: *For planning, education and other projects that are exempt from CEQA, select "Not Applicable".*

Document Identification Number

14. Application Submission:

NOTE TO APPLICANT: If you modify the language contained in any part of this document, other than to fill in the blanks, or to provide requested information, your application will be rejected.

Note: Replace XXXX in the file name with the project's ID Number.

Note: Replace UUU in the file name with the 3-letter identifier for the Unit where the project is located. Unit identifiers are listed in the instructions for this application form.

US Mail	Email	Attachments	File Name
<input type="checkbox"/>	<input type="checkbox"/>	Application Form (.pdf)	<input type="text" value="15-SRA-UUU-XXXX-Application.pdf"/>
<input type="checkbox"/>	<input type="checkbox"/>	Scope of Work	<input type="text" value="15-SRA-UUU-XXXX-SOW.doc"/>
<input type="checkbox"/>	<input type="checkbox"/>	Project Budget	<input type="text" value="15-SRA-UUU-XXXX-Budget.xls"/>
<input type="checkbox"/>	<input type="checkbox"/>	Project Map (.pdf)	<input type="text" value="15-SRA-UUU-XXXX-MAP.pdf"/>
<input type="checkbox"/>	<input type="checkbox"/>	Articles of Incorporation (.pdf)	<input type="text" value="15-SRA-UUU-XXXX-AOI.pdf"/>

I certify that the above and attached information is true and correct:

Original Signature Required: Grantee's Authorized Representative

Date Signed

Printed Name

Title

Executed on:

at

Date

City

Print Form

Please fill out this form completely. Be sure to save a copy of this form for your records. Submit one (1) electronic copy in fillable PDF format with all supporting materials to CALFIRE.Grants@fire.ca.gov. Please use "SRAFPF Project Application" in the E-mail subject line and include yourself as a cc. Your CC will be proof of your submittal. In addition, submit one (1) hard copy with signatures and all supporting materials to : California Department of Forestry and Fire Protection, Attention: Grants Management Unit/SRAFPF Grant, P.O. Box 944246, Sacramento, CA 94244-2460. Hard copy will need to be postmarked no later than January 7, 2016. Electronic copy must be submitted no later than January 7, 2016 at 3:00 pm. Applications postmarked after this date and time will be considered late.

If you would like to mail the hard copy via expedited/overnight mail, please E-mail CALFIRE.Grants@fire.ca.gov for the physical mailing address.

Tracking #: 15-SRA-UUU-XXXX

Project Name:

Page 4 of 4

Project Application Instructions

The project application will become Attachment 1 to the Grant Agreement. Most of the information asked for is self-explanatory. Several items warrant explanation and are discussed in order as they appear on the form:

Item 1 Project Tracking Number: Project tracking number is in the following format.

15-SRA-UUU-XXXX

UUU is the Unit identifier – the first three letters from Item 1 CAL FIRE Unit/Contract County. (Ex: UUU = AEU for AEU-Amador El Dorado Unit.) XXXX is a number assigned by CAL FIRE.

Applicants will request a Project Tracking Number by emailing one of the following:

CALFIRE.Grants@fire.ca.gov
Joy.Tucker@fire.ca.gov
Virginia.Hernandez@fire.ca.gov

The request shall include the applicant organization name, name of the CAL FIRE Unit the project or activity will be located in, and the name of the project (if available). It is highly recommended that applicants request this information at least one week prior to the due date to allow for timely response on your request.

CalMapper ID: If you have an existing CalMapper ID related to the project please supply it in the appropriate box. If you don't, it is not required.

Project name: Though a specific naming convention is not required, many project names include both geographical and activity information. (Ex: High Ridge Fuel Break)

Item 2 Sponsoring Organization: Legal name of sponsoring organization responsible for the project or activity. If selected for award, this will be the name of the grantee used in the grant agreement.

Item 3 Project Activity: Select the primary activity for the project. Education projects are described in terms of Public vs. Training. Education - Public includes activities designed to directly inform the public of fire prevention measures that they can take to reduce risk. Education – Training activities are designed to increase a local organization's ability to provide improved service.

If "Other" is selected from the list, provide a concise description of the activity. A more detailed explanation should be provided in the Scope of Work document.

Item 4 Grant Period: From the date of Execution (signed by CALFIRE representative) to no later than March 15, 2018. Instructions are included in the application form (pdf).

Item 5 Project Location: Instructions are included in the application form (pdf). Prepare a project map of the project area. The map should show the surrounding area in relation to the project. Please pick a central point or prominent point in the project area for the Latitude and Longitude. Please note that specific and correct values must be entered into the Latitude and Longitude fields on the form. Enter Longitude as positive number. They are as follows:

Latitude Degrees Between	Latitude Minutes Between	Latitude Seconds Between	Longitude Degrees Between	Longitude Minutes Between	Longitude Seconds Between
32-41	0-60	0-60	114-124	0-60	0-60

Item 6 Project Area Statistics: Estimate the number of habitable dwellings in the project area. This information may be derived from US Census Data.

Total acres within the project area and acres to be treated are often the same. However, in some cases the area impacted by a project (project area) may be larger than the area that actually receives work. Use these two items to make this distinction.

Item 7 Fire Hazard Severity Zones (FHSZ): Determine the proportion of each Fire Hazard Severity Zone in the project area. Use either the acres method or the percentage method. If acres are used, total acres should equal the project area acres. If the percentage method is used, the total should equal 100%. FHSZ may be determined by accessing the county maps on the website at:

http://calfire.ca.gov/fire_prevention/fire_prevention_wildland_zones_maps.php.

Additional information regarding your project's fire hazard designation or importance to wildfire prevention can be obtained from your local CAL FIRE or County Fire Department representative (see Item 1 above).

Item 8 Limiting Factors: Check the box if there are any limiting factors that may affect the successful completion of the project. Describe these factors in the Scope of Work (Attachment 2).

Item 9 Timber Harvest Plans: For Fuels Treatment projects, check the box and provide the THP number if there are recent timber harvest plans in the treatment area for which a Notice of Completion has not been filed with CAL FIRE.

Item 10 Community at Risk: List the communities from the Community At Risk list that are included in the project area. Enter the number (count) of communities in the project area. Communities at Risk are listed on the Office of the State Fire Marshal website at http://osfm.fire.ca.gov/fireplan/fireplanning_communities_at_risk.

Item 11 Project Budget: The project budget detail is provided in the Excel spreadsheet (attachment 3). There are four totals that need to be entered in the project application. Equipment Purchases total comes from the body of the Project Budget (Sub-Total Equipment for Grant).

Total Direct Costs		\$	-	\$	-	\$	-	\$	-
Indirect Costs	0%	\$	-					\$	-
Total Project Costs		\$	-	\$	-	\$	-	\$	-
Less Program Income		\$	-					\$	-
Total Grant Proposed Costs		\$	-	\$	-	\$	-	\$	-

A

B

C

The sample above shows:

- A. Grant Portion of project
- B. Partners
- C. Total Project Budget

Item 12 Local Wildland Fire Risk Reduction Plans: Check all that apply. Discuss the relationship in the Scope of Work.

Item 13: CEQA Compliance: Select the appropriate CEQA document type for the project. If the project does not require CEQA compliance, then select “not applicable” from the list. If a CEQA document has been previously completed then enter the identification number.

Item 14: Application Submission: Applications are to be submitted by mail **and** by email. The mailed copy will be used to prepare the official file for the grant. The emailed application with the attachments will provide greater utility for CAL FIRE review as employees in various offices will be tasked with portions of the application review. A check list is provided for each of the attachments that are included in the submission package. It is recommended that you “cc” yourself when emailing, then you will have a copy of the sent information. A printed copy with original signature(s) is to be mailed (US Postal Service or other delivery service). Enter the file name for each of the files attached that are being submitted through email. The electronic and postal mail Project Application submittals must be postmarked (or sent in the case of email) by January 7, 2016 3:00pm PST.

Please use this file naming structure for the attachments:

- 15-SRA-UUU-XXXX-Application.pdf
- 15-SRA-UUU-XXXX-SOW.doc
- 15-SRA-UUU-XXXX-Budget.xls
- 15-SRA-UUU-XXXX-MAP.pdf
- 15-SRA-UUU-XXXX-AOI.pdf

Where XXXX is the project number from Item 1 Tracking ID and UUU is the Unit identifier – the first three letters from Item 1 CAL FIRE Unit/Contract County. For example: UUU = AEU (AEU-Amador El Dorado Unit.)

Appendix G - Project Scope of Work

Scope of Work Instructions

- Use the Scope of Work document from the grant program web site.
- The instructions in the Scope of Work document are provided to prompt the project applicant to fully describe the proposed project. Please be sure to address each item listed so that the full impact of your project can be considered during the project evaluation and selection phase of this grant process. The document contains boxes for your response. The boxes will expand as needed for a full response. Please provide responses that clearly describe your project while being concise and brief.
- It is highly recommended that you use the MS Word document. You may either use this form or create a separate document. For clarity to the reviewer, it is suggested that you utilize the headers and prompt numbers provided below in the narrative discussion of your proposed project.
- This Scope of Work document should clearly describe your proposed project.
- Further instructions for the Scope of Work are found in the Scope of Work document.
- Give your project Scope of Work a file name as described in item 17 of the Project Application. Attach this Scope of Work to the project application as a separate document with the file name *15-SRA-UUU-XXXX-SOW.doc*.

Project Scope of Work

Project Name:

Project tracking number:

Example: 15-SRA-UUU-XXXX

Project Description Summary: Please provide a paragraph summarizing proposed project.

(Expandable Text Box)

A. Benefit to Habitable Structures in the State Responsibility Area (SRA)

This item is broken into project specific criteria depending on the type of project being proposed: planning, education and training or hazardous fuel reduction. Please **only answer the one set of questions** in this section that pertain to your project.

Fuel Reduction Projects

1. Describe the geographic scope of the project, including an estimate of the number of habitable structures in the SRA and the names of the general communities that will benefit
2. Describe the goals, objectives, and expected outcomes of the project.
3. Provide a clear rational for how the proposed project will reduce the risks associated with wildfire to habitable structures in the SRA.
4. Identify any additional assets at risk to wildfire that will benefit from the proposed project. These may include, but are not limited to, domestic and municipal water supplies, power lines, communication facilities and community centers.
5. Is the scale of the project appropriate to achieve the stated goals, objectives and outcomes discussed in Item 2 above?

Planning Projects

1. Describe the geographic scope of the project, including the communities that will benefit, and an estimate of the number of structures within the project area.
2. Describe how the project will assess the risks to residents and structures in the SRA and prioritize projects to reduce this risk over time
3. Does the proposed plan add or build upon previous wildfire prevention planning efforts in the general project area?
4. Identify a diverse group of key stakeholders, including local, state, and federal officials where appropriate, to collaborate with during the planning process. Discuss how the project proponent plans to engage with these targeted stakeholders.
5. Describe the pathways for community involvement that will be incorporated in the planning process.

Education and Training Projects

1. Describe the specific message of the education program and how it relates to reducing the risk of wildfire to owners of structures in the SRA.
2. Describe the target audience of the education program and how information will be distributed to this audience.
3. Will the education program raise the awareness of homeowner responsibilities of living in a fire prone environment?
4. Identify specific actions being advocated in the education material that is expected to increase the preparedness of residents and structures in the SRA for wildfire.
5. Describe the expected outcome of the education in terms of increased or changed public awareness about wildfire.

Answer only 1 set of questions from above, depending on your project; Fuel Reduction, Planning or Education.

(Expandable Text Box)

B. Relationship to Strategic Plans

Does the proposed project support the goals and objectives of the California Strategic Fire Plan, the local CAL FIRE Unit Fire Plan, a Community Wildfire Protection Plan (CWPP), County Fire Plan, or other long term planning document?

(Expandable Text Box)

C. Degree of Risk

- 1) Discuss the location of the project in relation to areas of moderate, high, or very high fire hazard severity zone as identified by the latest Fire and Resource Assessment Program maps. Fire hazard severity zone maps by county can be accessed at:
http://www.fire.ca.gov/fire_prevention/fire_prevention_wildland_zones_maps.php
- 2) Describe the geographic proximity of the project to structures at risk to damage from wildfire in the SRA.

(Expandable Text Box)

D. Community Support

- 1) Does the project include any matching funds from other funding sources or any in-kind contributions that are expected to extend the impact of the proposed project?
- 2) Describe plans for external communications during the life of the project to keep the effected community informed about the goals, objectives and progress of the project. Activities such as planned press releases, project signage, community meetings, and field tours are encouraged.
- 3) Describe any plans to maintain the project after the grant period has ended.
- 4) Does the proposed project work with other organizations or agencies to address fire hazard reduction at the landscape level?

(Expandable Text Box)

E. Project Implementation

- 1) Discuss the anticipated timeline for the project. Make sure to take seasonal restrictions into account.
- 2) Describe the milestones that will be used to measure the progress of the project.
- 3) Describe measurable outcomes (i.e. project deliverables) that will be used to measure the project's success.
- 4) If applicable, how will the requirements of the California Environmental Quality Act (CEQA) be met?

(Expandable Text Box)

F. Administration

- 1) Describe any previous experience the project proponent has with similar projects. Include a list of recent past projects the proponent has successfully completed if applicable. Project proponents having no previous experience with similar projects should discuss any past experiences that may help show a capacity to successfully complete the project being proposed. This may include partnering with a more experienced organization that can provide project support.
- 2) Identify who will be responsible for tracking project expenses and maintaining project records in a manner that allows for a full audit trail of any awarded grant funds.

(Expandable Text Box)

G. Budget

A detailed project budget should be provided in an Excel spreadsheet attached to this grant application. The space provided here is to allow for a narrative description to further explain the proposed budget.

- 1) Explain how the grant funds, if awarded, will be spent to support the goals and objectives of the project. If equipment grant funds are requested, explain how the equipment will be utilized and maintained beyond the life of the grant.
- 2) Are the costs for each proposed activity reasonable for the geographic area where they are to be performed? Identify any costs that are higher than usual and explain any special circumstances within the project that makes these increased costs necessary to achieve the goals and objectives of the project.
- 3) Is the total project cost appropriate for the size, scope, and anticipated benefit of the project?

- 4) Identify any administrative expenses and describe why they are necessary for successful project implementation. Administrative expenses to be paid by the SRAFPF grant must be less than 12% of the total grant request.

(Expandable Text Box)

Use the Excel spreadsheet budget template from the grant program web site to construct the project budget. The Project Budget Spreadsheet has formulas in many of the cells. The worksheet has been protected so that the formulas are not accidentally overwritten.

Columns C – D contain the cost basis data entries. Enter the total number units (hours, days, etc.) for each line item in column C. Select the Units (column D) from a pick list. Enter the cost per unit in column E.

Columns F – G show the source of funding for each line item. The 3 percentages on each line should total 100%.

Columns I – L contain formulas that total the cost of each line item by funding source.

The spreadsheet is protected in order to prevent accidental over-writing of the formulas. If necessary, the spreadsheet can be un-protected so that additional rows or columns can be inserted. In Excel, select the Review Tab on the menu ribbon and then select Unprotect Sheet from the Changes group. Rows and columns can be inserted once protection is turned off. Worksheet protection is not password protected. Be sure to copy the appropriate formulas from adjacent cells to the newly added rows or columns. Be careful. Double check the totals to make sure they are working properly. Please do not add a password if you turn sheet protection back on.

Specific cell entries:

- Cell B1: **Tracking #** Cell B2: **Project Name** that was given to the project
- Rows 6 – 13 **Salaries and Wages:** Salaries for wage earning personnel employed by the grantee/contractor (not a subcontractor) and working on the project.
- Rows 16 – 23 **Employee Benefits:** Benefits for personnel employed by the grantee/contractor (not a subcontractor) and working on the project.
- Rows 26 – 30 **Contractual:** List contracts used to achieve the objectives of the project. Equipment that is rented would be included in this section.

- Rows 33 – 36 **Travel and Per Diem:** Expenses for travel (mileage, motel, meals, and incidentals) to off-project locations.
- Rows 39 – 43 **Supplies:** Various identifiable supplies needed for the project. Purchase of equipment costing less than \$5,000 per unit is considered minor equipment and is included in this section of the budget.
- Rows 46 – 50 **Equipment:** Equipment costing more than \$5,000 and typically having a lifespan longer than the term of the grant.
- Rows 53 – 62 **Other Costs:** Other miscellaneous costs.
- Cell H65 **Indirect Costs:** Expenses of doing business that are of a general nature and are incurred to benefit at least two or more functions within an organization. These costs are not usually identified specifically with a grant, Grant Agreement, Project or activity, but are necessary for the general operation of the organization. Examples of Indirect Costs include salaries and benefits of employees not directly assigned to a Project; functions such as personnel, business services, information technology, and janitorial; and salaries of supervisors and managers. Indirect costs are capped at 12% of the grant amount for this grant.

Certain values in your budget will be needed to complete the project application form. The following list of Cell IDs corresponds to the information requested in Item 13 of the Project Budget section of the Project Application form. If the worksheet is modified and additional columns or rows are added, then the Cell IDs may no longer correlate directly with Item 13.

- Cell I68 – Grant portion of the project
- Cell I51 – Equipment Purchases
- Cell K68 – Partners
- Cell L68 – Total Project Budget

When saving the project budget, give it a file name as described in item 17 of the Project Application. The format is: 15-SRA-UUU-XXXX-Budget.xls

Where: XXXX is the project number
 And: UUU is the 3 letter identifier (see item 1 on the Project Application form)

Tracking #: 15-SRA-UUU-XXXX

Project Budget

Project Name:

Budget Category	Item Description	Cost Basis			Cost Share (%)			Funding Source (\$)			Total (\$)
		Quantity	Units	Cost/Unit	Grant	Grantee	Partner	Grant	Grantee	Partner(s)	
A. Salaries and Wages											
		0	Hours	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Days	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Hours	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Days	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Hours	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Hours	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Hours	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Hours	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
Sub-Total Salaries and Wages:								\$ -	\$ -	\$ -	\$ -
B. Employee Benefits											
		0	Days	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Days	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Hours	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Days	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Hours	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Hours	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Hours	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Hours	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
Sub-Total Employee Benefits:								\$ -	\$ -	\$ -	\$ -
C. Contractual											
		0	Report	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Days	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Each	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Acres	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Miles	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
Sub-Total Contractual:								\$ -	\$ -	\$ -	\$ -
D. Travel & Per Diem:											
		0	Days	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Days	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Days	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Days	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
Sub-Total Travel & Per Diem:								\$ -	\$ -	\$ -	\$ -
E. Supplies											
		0	Each	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Each	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Each	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Each	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Each	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
Sub-Total Supplies:								\$ -	\$ -	\$ -	\$ -
F. Equipment											
		0	Each	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Each	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Each	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Each	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Each	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
Sub-Total Equipment:								\$ -	\$ -	\$ -	\$ -
G. Other Costs											
		0	Each	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Each	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Each	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Each	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Each	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Each	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Each	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Each	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Each	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Each	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
Sub-Total Other Costs								\$ -	\$ -	\$ -	\$ -
Total Direct Costs								\$ -	\$ -	\$ -	\$ -
Indirect Costs							0%	\$ -		\$ -	\$ -
Total Project Costs								\$ -	\$ -	\$ -	\$ -
Less Program Income								\$ -			\$ -
Total Grant Proposed Costs								\$ -	\$ -	\$ -	\$ -

Appendix H - Project Map

Include a map or maps of the project with the project application. The maps shall meet the following requirements:

- Electronic Format of PDF.
- Printed Format(s) should measure 8 ½ by 11 inches.
- The scale should be 1:24,000 scale or greater. The maps should show enough of the surrounding area so that the application review team can get a sense of relationship of the project to the surrounding area.
- The map should clearly show:
 - Project boundaries
 - treatment area(s) by type
 - roads
 - watercourses
 - any other necessary information
- Legend: Include a map legend that identifies:
 - the features on the map
 - the project tracking number
 - project name
 - project proponent